

BOARD OF PUBLIC WORKS AND SAFETY MINUTES
June 14, 2006

Approved at the June 20, 2006, Board of Works meeting.

The Board of Public Works and Safety of the City of West Lafayette, Indiana met in regular session in the Board of Works Room at City Hall on June 14, 2006, at 11:00 a.m. Present were Janet L. Broyles and Gilbert T. Satterly, who presided. Mayor Mills was absent.

Bid Opening: Screenings Washer, Grinder, and Compactor – WWTU

Clerk-Treasurer Rhodes opened one bid for screenings washer, grinder, and compactor.

Mr. Satterly read the bid aloud:

<u>Bidder</u>	<u>Amount</u>
JWC Environmental	\$97,600.00

Mr. Satterly said Dave Downey [Public Works Director] said we should take this under advisement.

Road Closure Request – Tapawingo – Taste of Tippecanoe – Police

Deputy Police Chief Walker said I request the Board of Works approval for a road closure on Tapawingo from State to Brown Street, and there'll be a lane restriction on Brown Street from the alleyway of the parking garage, east to the end of Brown Street for the Taste of Tippecanoe this weekend. It'll be from 7:00 a.m. on June 17 to noon June 18. That would allow time to get the dumpsters out of the roadway the following day and clean up.

Ms. Broyles said I move that we approve the street closure for Tapawingo for the Taste of Tippecanoe on June 17 and 18, from 7:00 a.m. on the 17th to noon on June 18. Motion was seconded by Mr. Satterly, and the vote was AYE.

Contract: HE-BFS, LLC – Preparation of American Suburban Utilities Service Area Legal Description – Engineering

City Engineer Buck said I have a few items of business. The first is an agreement with HE-BFS for survey work and exhibit preparation for a revised utility service areas for American Suburban Utilities in West Lafayette. We've been talking quite a bit, as a part of the annexation to the north of the City, with American Suburban, and as a part of our cooperation, we'd like to participate with them in amending their service area. This work is for a fee not to exceed \$2,000. It's with HE-BFS. Our first step would be to develop an exhibit that we both agree in theory of what the lines should be and what they need to change to. We prepare an exhibit to document that fact and make sure everybody's in concurrence, and then prepare the legal description, describing that area.

Ms. Broyles said I move we approve the agreement between HE-BFS and the City of West Lafayette to prepare a revised American Suburban Utility service area legal description and exhibit, not to exceed \$2,000. Motion was seconded by Mr. Satterly, and the vote was AYE.

Agreement: TBIRD Design Services Corp. – Topographic Survey and Site Analysis of City Hall Parking Lot – Engineering

City Engineer Buck said the next item I have is an agreement with TBIRD Design Services Corporation in the amount of \$2,750.00, to provide topographic survey and some other site work design for the City Hall parking lot utility work and location and also easements and things of that nature, to begin the process of designing the sidewalk connector from the

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remote employee parking lot over off of Salisbury Street over to the existing City Hall lot, and also begin looking at options for bringing the City's parking lot into—the existing City Hall parking lot, the one up here by the building—into compliance with the greenspace ordinance. So I'd like to begin that process, and request your approval.

Ms. Broyles said I move that we approve the agreement between the City and TBIRD Design Services Corporation for topographic survey and site analysis for the property associated with West Lafayette City Hall and parking lot, and the amount of the proposal is \$2,750. Motion was seconded by Mr. Satterly, and the vote was AYE.

City Attorney Bauman said I guess I should note the parking lot is not out of compliance with ordinance, because of when it was built. But I think what you want to do is upgrade it to the new standards.

City Engineer Buck said yes. It's grandfathered the way it is, but we'd like to make it pass the ordinance requirements, yes.

Agreement: HE-BFS, LLC – Professional Services: Sagamore West Street Light Project - Engineering

City Engineer Buck said the next item I have is an agreement for professional services with HE-BFS. This is basically a supplement to some of their previous agreements and work they've done for the City on the Sagamore West Implementation Project. This specifically has to do with the Street Light Project, and it's in the amount not to exceed \$7,000, to provide payment for them on revisions to our plans, based on INDOT's comments and requirements, as well as to be available during the construction process to answer questions. And I believe there was a schedule of both of those elements attached to that, of how many hours and breakdowns.

Ms. Broyles said I move that we approve the agreement between the City and HE-BFS concerning the Sagamore West Implementation Program for the Street Light Project, concerns revisions to the original plan, and the amount is not to exceed \$7,000. Motion was seconded by Mr. Satterly, and the vote was AYE.

Land Acquisition for Salisbury Street Safety Improvements Project: Parcel #1 – Engineering

City Engineer Buck said the next item I have are two parcels of right-of-way acquisition for the Salisbury Street Safety Improvements Project. The first is Parcel #1 from Willie Mae Johnson in the amount of \$795. I request the Board approve the acquisition and the attached documents for payment of claims and the legal description.

Ms. Broyles said I move that we approve the warranty deed with the City and Willie Mae Johnson for acquisition of Parcel #1 for the 2005 Salisbury Street Safety Improvements in the amount of \$795. Motion was seconded by Mr. Satterly, and the vote was AYE.

Land Acquisition for Salisbury Street Safety Improvements Project: Parcel #2 – Engineering

City Engineer Buck said the next is Parcel #2 with Eric Felix in the amount of \$200. I request the approval of the same.

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Ms. Broyles said is it \$200 or \$400?

City Engineer Buck said I'm sorry, it's \$400.

City Attorney Bauman said accountants are on top of that kind of thing.

City Engineer Buck said there were two trees.

Clerk-Treasurer Rhodes said the Sales Disclosure has \$200.

City Engineer Buck said the Sales Disclosure, I believe, is correct. The land is \$200 and the trees are another \$200, for a total of \$400.

Mr. Satterly said yes, \$200 for the right-of-way and \$200 for the trees.

City Engineer Buck said \$200 for the land value, which is what the tax form, I think, shows, and then \$200 for the two trees.

Clerk-Treasurer Rhodes said there are two property owners, right?

City Engineer Buck said there are two, yes.

Mr. Satterly said Eric Felix and Anne Flitsos.

Ms. Broyles said I move that we approve the agreement and warranty deed for Eric Felix and Anne Flitsos and the City of West Lafayette for acquisition of Parcel #2 in the amount of \$400. Motion was seconded by Mr. Satterly, and the vote was AYE.

Street Closure Request – North Chauncey Avenue – Chipotle – Engineering

City Engineer Buck said the contractor for Chipotle restaurant is here to request a temporary closure of Chauncey Avenue to install their sewer tap. I believe they can probably describe a little bit more the difficulties. They've come into contact with a fiber optic line that's in there. It's not allowing them to do some of the originally-planned work. I don't know how long the street closure would be.

City Attorney Bauman said which fiber optic line is this?

Mr. Mike Goins [project manager, Perry Building Contractors] said I don't know. It wasn't on any of our site plans.

City Engineer Buck said I'd like to request a temporary closure for Chauncey Avenue for the installation of the sanitary lateral, basically. With the utilities encountered under the road, it's not possible to complete the work while leaving one lane open to through traffic, which is what they originally had approved through the Board of Works. This work needs to be completed. They're asking for Thursday, June 15. Would it just be for the one day?

Mr. Goins said we're requesting all day, but it will be less than a day.

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City Engineer Buck said okay. And they say, "Temporary closure will be done not interrupting traffic to the retail shops to the east." Is that Chauncey Mall Annex, is that what you're referring to?

Mr. Goins said yes.

City Engineer Buck said and they'll install "Road Closed" signs for oncoming traffic onto Chauncey Avenue. Do you have any signs planned for State Street, to say Chauncey's closed on State Street as they come up the hill?

Mr. Goins said we can put one there.

City Engineer Buck said will people be able to access or leave from the drive on Chauncey Mall Annex? Their drive onto Chauncey, can they come and go out of that?

Mr. Goins said yes.

City Engineer Buck said so you're north of that?

Mr. Goins said right. The way it is now, there are still two lanes open to the Annex to come in and out.

City Engineer Buck said okay.

Mr. Scott Irvin [Perry Building Contractors] said it's approximately 50 feet from South Street, 50 feet to the south in that area there.

City Engineer Buck said and then there'd be a sign on the north side of that, saying it's closed.

Mr. Goins said there's already a sign there.

Deputy Police Chief Walker said it doesn't affect that intersection at South and Chauncey?

Mr. Goins said no.

Mr. Satterly said so it's okay with you?

City Engineer Buck said yes, and just notify Police and Fire.

Deputy Police Chief Walker said we just like to know ahead of time, just for emergency.

City Engineer Buck said as long as it's for the one day, I'd recommend the Board approve that request.

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Ms. Broyles said I move that we approve the temporary road closure at Chauncey Avenue for some utility maintenance on Thursday, June 15. Motion was seconded by Mr. Satterly, and the vote was AYE.

New Hire: Administrative Assistant Deborah Kervin – Development

Director of Development Andrew said I'd like to ask approval for the hiring of Deborah Kervin, effective June 12 of this year, for the Department of Development administrative assistant, which is replacement for the administrative assistant who left last week for Colorado. Biweekly salary would be \$1,189.34.

Ms. Broyles said I move that we approve the hiring of Deborah Kervin, effective June 12, 2006, for the position of full-time Development administrative assistant, biweekly salary of \$1,189.34. Motion was seconded by Mr. Satterly, and the vote was AYE.

Claims

Mr. Satterly moved to approve the claims as submitted in four dockets in the following amounts:

Payroll	\$298,558.52
Accounts Payable	\$1,613.25
Accounts Payable	\$81,155.14
Accounts Payable	\$617,360.69

Motion was seconded by Ms. Broyles, and the vote was AYE.

Minutes

Ms. Broyles said I move we approve the minutes of the June 6, 2006, Board of Works meeting. Motion was seconded by Mr. Satterly, and the vote was AYE.

Adjournment

There being no further business at this time, Ms. Broyles moved for adjournment. Motion was seconded by Mr. Satterly, and the vote was AYE.